

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: October 3, 2016

LEAVE ACCOUNTING LETTER #16-011  
(Civil Service Only)

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: Debra Spellman, Chief  
Personnel/Payroll Services Division

RE: **BARGAINING UNIT 07 ACCRUAL RATES**

The State Controller's Office (SCO) has updated the Vacation, Annual Leave, and Sick Leave accrual rates for the Captain Firefighter/Security Officer (Class Code 8989) and Firefighter/Security Officer (Class Code 8990) classifications. The updated accrual rates will begin posting as of October 1, 2016.

The new rates apply to the California Military Department and the Department of Parks and Recreation, and are effective July 2, 2016. Therefore, the SCO will retroactively update the accrual rates for the months of July and August 2016 for the above class codes.

**Instructions for Department of Veterans Affairs (CalVet)**

The new rates do not apply to the Department of Veterans Affairs; therefore, CalVet personnel offices should:

- Set up a non-standard rate for Vacation or Annual Leave and Sick Leave for employees in Class Code 8989 or 8990. Utilize the B70 – Nonstandard Rate Maintenance screen in CLAS to add a non-standard rate to the Vacation, Annual Leave, and Sick Leave benefits.
- Monitor employees to ensure they receive their next accrual rate increase.

If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

DS:JMH:CLAS